

~~CONFIDENTIAL~~ ~~SECRET~~

Chief, JOT Program

13 December 1957

Director of Training

Responsibilities of the Director of Personnel for
Certain Phases of the JOT Program

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1. I have just returned from a meeting with Mr. Gordon Stewart at which we discussed the JOT Program in general and the specific relationship and responsibilities of the Director of Personnel and the Director of Training for the management of the JOT Program. We discussed in some detail the responsibilities of the Director of Personnel's representative on the staff of the JOTP, [redacted] reviewing the initial appointment of [redacted] whose place [redacted] took some months ago. It was pointed out that [redacted] as a senior official of the Personnel Office, was appointed to represent the Director of Personnel on all phases of the Program of interest to the Director of Personnel and was delegated the authority to act for him.

25X1
2. Mr. Stewart was told that as far as the Office of Training was concerned [redacted] though junior in grade, was doing an excellent job and that as far as we knew was enthusiastic about his work and happy in it. We assumed that [redacted] was keeping the Personnel Office advised on all matters of concern to that Office and to the satisfaction of that Office.

3. Mr. Stewart said that as far as he was concerned he had no complaint to offer on the present management of the JOT Program, and that he believed [redacted] was representing him adequately.

4. Mr. Stewart did say that in line with the over-all personnel management of the Agency, he would like to become better acquainted with the JOT's after they were permanently transferred from the JOT Program to other components of the Agency. You are requested, therefore, to arrange for interviews between Mr. Stewart and the

[redacted]

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**SUBJECT: Responsibilities of the Director of Personnel
for Certain Phases of the JOT Program**

JOT's who have been reassigned to other offices in the Agency as soon as practicable upon transfer, so that Mr. Stewart may become better acquainted with these young men and women and discuss with them their career plans for the future.

SEAL

MATTHEW BAIRD

cc: Director of Personnel

MM
O/DTR/MBaird:epc

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